



Republic of the Philippines
BATANGAS STATE UNIVERSITY

The National Engineering University

Pablo Borbon Campus

Rizal Avenue Ext., Batangas City, Batangas, Philippines 4200

Tel Nos.: (+63 43) 406-8800 / (+63 43) 779-8400 loc. 1804/1805

E-mail Address: recruitment.pb@g.batstate-u.edu.ph | Website Address: <http://www.batstate-u.edu.ph>

Human Resource Management Office

Batangas State University is seeking applications from competent candidates, regardless of sex, sexual orientation and gender identity, civil status, disability, religion, ethnicity, or political affiliation to fill the following position:

One (1) Driver – SG 4

(Under Contractual Status, to be assigned under General Services Office, BatStateU – Pablo Borbon Campus)

Education: At least Elementary Graduate

Experience: None Required

Competencies: Technical skills in operating and inspecting vehicles;

Eligibility: Driver's License

Monthly Salary: 88.55/hr.

DUTIES AND RESPONSIBILITIES:

1. Transport passengers to and for the scheduled destination.
2. Assist passengers in loading and unloading of University equipment and supplies.
3. Report balance and need for toll fee reloading.
4. Perform basic preventive maintenance activities and inspection of vehicles.
5. Report repairs to mechanic and immediate supervisor.
6. Submit Driver's Trip Ticket with complete details.
7. Ensure timely use of gas coupon.
8. Submit assessment forms of drivers and customer satisfaction survey.
9. Perform other tasks that may be assigned by the immediate supervisor.

Interested applicants may send their application thru: http://emc2.batstate-u.edu.ph/hr/publics/job_view/1822 and look for **(1) Driver** to be assigned under **General Services Office of BatStateU – Pablo Borbon Campus** job posting.

Submission of application is from July 12, 2024 - July 21, 2024.

Below are the following application requirements:

1. Application Letter addressed to:

Dr. EXPEDITO V. ACORDA

Chancellor

Batangas State University, Pablo Borbon Campus

Thru: Asst. Prof. SHIRLYNE M. GUHIT

Head, HRMO – Pablo Borbon

2. Updated resume and fully accomplished Personal Data Sheet (with recent passport-sized picture, CS Form No.212, Revised 2017) which can be downloaded at www.csc.gov.ph;
3. Scanned copy of work experience sheet (Attachment to CS Form No. 212) which can be downloaded at www.csc.gov.ph;
4. Scanned copy of Transcript of Records;
5. Scanned copy of Diploma;
6. Scanned copy of Eligibility/License/Ratings (if any);
7. Scanned copy of other credentials:
 - *Certificate/s of Employment (if previously employed)*
 - *Relevant certificate of Training/Seminars attended (for webinars, kindly submit proof of registration or attendance aside from the certificate, for verification).*

The above position is for immediate hiring. Terms and conditions of employment will be discussed during interview. For additional information you may also call (043) 779-8400 local 1804/1805.